

National Institutes of Health
Certification Checklist NIH Manual 1961-9

TRAVELER: _____ (Typed or Printed)

1. Is the sponsoring organization using Federal Funds to defray the costs of this trip?
Yes ☐ No ☐ (If yes, reimbursement may NOT be accepted)
2. Does the offer of travel reimbursement include other compensation from the sponsor in (a) the form of an honorarium, or (b) payment for the travel of family members or (c) payment for travel beyond that allowed under Federal travel regulations?
Yes ☐ No ☐
(If yes at (b), family members travel order # _____, at (c), justification attached.)
3. Is the travel related to official government business as prescribed in Manual Issuance 1961-9
REIMBURSEMENT FOR TRAVEL IN CASH OR IN KIND?
Yes ☐ No ☐
4. Is there benefit to the government that warrants this travel as official government business?
Yes ☐ No ☐
5. Why can't this trip be paid with DHHS funds?
6. Is the travel related to the development by the sponsor of a grant or contract proposal for submission to your ICD?
Yes ☐ No ☐
7. Are there current plans for the development of a CRADA with the sponsoring organization?
Yes ☐ No ☐
8. Is the traveler an officer, director, trustee, partner or an employee of the sponsoring organization?
Yes ☐ No ☐
9. Do you or your spouse or minor child have financial interests or personal business relationships with the sponsoring organization?
Yes ☐ No ☐
10. Do you have any involvement in the review, approval, or monitoring or any active or potential grant, cooperative agreement, or contract (for research, goods, or services) concerning the sponsoring organization? Further, does the acceptance of this sponsorship compromise the ICD or NIH with respect to its policies, procedures, and official positions on issues?
Yes ☐ No ☐
11. Is the sponsor involved in any NIH investigations of scientific fraud or misconduct or for any reason been debarred from receipt of government grants, contracts or cooperative agreements? Is the purpose of the travel to participate in an activity involving scientific misconduct issues? If the answer to either question is "yes," please discuss the circumstances with your Executive Officer before proceeding.
Yes ☐ No ☐

"Information above is accurate and complete to the best of my knowledge and in accordance with the policy in NIH Manual Chapter 1961-9."

Traveler's certification

Supervisor's Approval

Recommending Official

Date

Date

Date